

SKETCH PLAN SUBMITTAL CHECKLIST

Sketch plans which substantially conform to the submittal requirements must be received a minimum of twenty-five (25) days prior to a regularly scheduled Planning Commission meeting in order to be placed on the next agenda.

If the submittal is not complete or the project does not meet City regulations, Staff may recommend denial or table the project for the following Planning Commission meeting.

Submittal Requirements:

- Complete application
- (5) copies of the sketch plan *bound and folded* (only one copy will be required if the sketch plan is executed in black and white only, and paper size is 11" X 17" or smaller).
- Digital copy of the plan in pdf format
- (5) copies of supporting plans and data
- Copy of the recorded deed and any contractual agreements
- Filing fee (\$100 + \$10/lot)

The sketch plan shall include the following:

- A vicinity map, drawn at a legible scale, showing the project location, with appropriate reference to significant roads or highways, and City Boundaries.
- A detailed map showing property boundaries of the subdivision, north arrow and date. The scale should be no less than 1"=200'. The map shall include the name of the subdivision and show zoning and land use of properties within 100'.
- A conceptual drawing of the lot and street layout indicating the approximate dimensions, area and number of individual lots and access to the property. Proposed street names should be included.
- Significant natural and manmade features on the site, such as streams, lakes, natural drainage ways; vegetation types including locations of wood areas; wildlife habitats; visual impacts; existing buildings; utility lines; septic systems; irrigation and other ditches; bridges and similar physical features; and existing development on adjacent property.
- Total acreage of the tract
- Existing and proposed zoning district boundary lines.
- Proposed uses including residential types, commercial, industrial, parks, open space and community facilities.
- Type and layout of all proposed infrastructure including streets, utilities, water and sewer systems.
- Existing and proposed storm-water facilities pertaining to the property.
- Provision for sufficient off-street parking and adequate school bus stop, and mail box locations where applicable.
- Existing site problems or peculiarities, such as poor drainage, flood plain, wetlands or natural and geologic hazards and seepage water.



- Public use and other areas proposed to be dedicated to the City or conveyed to an Owner's Association and the proposed use of such areas.
- Existing utility, access, irrigation and other easements.

As part of the submittal, the sketch plan application shall include, but not be limited to, the following information (which may be provided in narrative form):

- Total number of proposed dwelling units.
- Water supplier, if not the City, and estimated total number of gallons per day of water system requirements for non-residential subdivisions.
- Estimated total number of gallons per day of sewage to be treated and means for sewage disposal for non-residential subdivisions. A discharge analysis shall be included for all identifiable non-residential uses.
- Availability of electricity, natural gas and other utilities necessary or proposed to serve the subdivision.
- Optional statement, which discusses features of the proposed subdivision which will promote the goals of the City's Comprehensive Plan.
- The Sketch Plan Application shall also include a copy of the most recent deed. The property owners shall be required to consent to and approve the application before the plan is acted upon by the commission.

Notice:

Applicant shall post a sign (or signs) on the affected property. Signs will be supplied by the City. Signs shall be posted for seven (7) days preceding the scheduled Planning Commission Meeting.

*This checklist is advisory only, and does not replace city ordinances. Refer to applicable city regulations when preparing subdivision submittals.